



Announcement Number: HHS-IHS-TU-2008-0013

Vacancy Description: MEDICAL TECHNICIAN

Open Period: 04/14/2008 - 10/24/2008

Series/Grade: GS-0645-05/06/07

Salary: \$29,726.00 TO \$47,864.00

Promotion Potential: GS-07

Hiring Agency: Indian Health Service

Duty Locations: 1 vacancy in Tucson, AZ

For more information, Contact: -Janice M. Norris, 520-295-2442 [-human-resources-tucson@mail.ihs.gov](mailto:human-resources-tucson@mail.ihs.gov)

Additional Information

Who May Apply:

EXCEPTED SERVICE EXAMINING PLAN CANDIDATES (ESEP)

MERIT PROMOTION PLAN CANDIDATES (MPP)

VETERAN'S PREFERENCE CANDIDATES

COMMISSIONED OFFICERS

Job Summary:

Become a part of the Department that touches the lives of every American! At the Department of Health and Human Services you can give back to your community, State, and Country by making a difference in the lives of Americans everywhere. Join HHS and help make our world healthier, safer and better for all Americans

PROMOTION POTENTIAL: To grade GS-07. If the position is filled at the lower grade, an incumbent may be promoted to the full performance grade level once all legal and regulatory requirements are met; however, such promotion is neither automatic nor guaranteed.

Key Requirements:

- * No Government Housing Available
- * Position subject to background investigation.
- * Travel and relocation cost will be paid.
- * Tucson Area Indian Health Service is a smoke free work environment.

Position Information:

FULL - TIME

PERMANENT

Major Duties:

DESCRIPTION OF DUTIES: Incumbent serves as Medical Laboratory Technician in the Clinical Laboratory responsible for the application, modification, and adaptation of analytical methods and procedures in the performance of a variety of tests and examinations on human body fluids, tissues, and/or other substances obtained from patients aged newborn through geriatric. Adheres to an approved quality control program on selected tests. Performs a wide range of clinical laboratory tests and examinations as requested by the healthcare provider to assist in clinical diagnosis, patient screening, patient therapy monitoring and status, or other authorized purposes. Performs standardized procedures in accordance with established methodology manuals, technical references and policies, exercising judgement in locating and selecting appropriate guides and references to apply. Performs non-standard procedures involving the use of methods, techniques, instructions, and other processes which are not covered in detail by written established guidelines or in approved laboratory procedures manual. Extracts appropriate quantities of venipuncture or capillary blood from patients and instructs patients and/or clinical personnel in the collection, preservation, and transportation of specimens. Sets-up, operates, and/or utilizes appropriate equipment, instruments, containers, and other devices and materials to perform qualitative and quantitative analysis of substances. Prepares solutions, stains, reagents, and media required to conduct tests/examinations, according to manufacturer's specifications. Interprets and evaluates results of tests/examinations in process and upon completion to recognize reactions and departures from the expected normal values; reports recurring abnormalities and deviations to the supervisor. Performs preventive maintenance, periodic inspections and testing of equipment and instruments, and documents and maintains instrument records. Performs other duties as assigned.

SELECTIVE PLACEMENT FACTOR: None

Qualifications and Evaluations:

EXPERIENCE AND EDUCATION REQUIREMENTS:

GS-05: 52 weeks of specialized work experience equivalent to the GS-4 grade level -OR- successful completion of a 4-year course of study leading to a bachelor's degree with major study or at least 24 semester hours in subjects appropriate to the position to be filled.

GS-06: 52 weeks of specialized work experience equivalent to the GS-5 grade level -OR- one-half year of graduate education which included courses directly related to the work of the position.

GS-07: 52 weeks of specialized work experience equivalent to the GS-6 grade level -OR- one full year of graduate education which included courses directly related to the work of the position. Transcripts must be submitted to verify education.

SPECIALIZED EXPERIENCE is: (a) Technical medical laboratory support work such as performing laboratory tests and examinations (chemical, microbiologic, hematologic and blood banking) and preparing reports of finds or (b) technical support work in a closely related field, e.g., biological laboratory technician work that required application of the methods and techniques for the position to be filled.

COMBINING EDUCATION AND EXPERIENCE: Combinations of education and experience may be used to meet total qualification requirements for the grade levels specified. Transcripts must be submitted to verify education.

You must meet the requirements of the position by the closing date of the job announcement and provide the required documents no later than 12:00 midnight on the closing date of the job announcement to be considered for this position.

QUALIFICATION REQUIREMENTS: Candidates must have had experience and or education as described below. Your description of work experience, level of responsibility and accomplishments will be used to determine that you meet these requirements.

TIME IN GRADE REQUIREMENT: Federal status applicants must have completed at least 52 weeks of service in a position no more than one grade lower than the position to be filled. If selected under the Excepted Service Examining Plan, individuals may be appointed without regard to time-in-grade requirements.

QUALITY OF EXPERIENCE: Experience must have been at a level of difficulty comparable to the next lower grade in the Federal service. It is an applicant's responsibility to provide documentation or proof that he/she has met the qualification requirements of the position. Reference inquiries, including contacts with candidate's instructors, supervisors, or employers may be made to obtain further information about the candidate's professional qualification for the position.

LEGAL AND REGULATORY REQUIREMENTS: Candidates must meet time after competitive appointment, time-in-grade, and qualification requirements by the closing date of the announcement. If selected under the Excepted Service Examining Plan (ESEP) or the Delegated Examining Unit (DEU) procedures, time-in-grade requirements do not apply

How You Will Be Evaluated:

The HHS Careers system simplifies the Federal application process by replacing the former KSA job-element statements with on-line self-assessment questions. Your resume and responses to the self-assessment questions are an integral part of the process for determining your basic and specialized qualifications for the position.

If found qualified, your score will range from 70-100 points (not including points that may be assigned for Veterans' Preference) and will be based on your responses to the questions and information stated in your application. Please follow all instructions carefully as errors and omissions may affect your score. Your score is critical for you being referred for the job. You will be deemed well qualified if you score 85 and above.

Therefore, it is important to support your responses to the vacancy questions by providing examples of past and present experience when requested.

Additional details on the application process can be found under the How to Apply tab

How to Apply:

You must begin the application process online at USAJOBS. Submitting your USAJOBS resume and responses to the vacancy questions online is mandatory to be considered for this vacancy announcement.

First, read this entire vacancy announcement. While reading the announcement carefully, take note of any qualifications, rating factors, job-related questions or specific duties that are listed.

Next, login to <http://my.usajobs.opm.gov> MYUSAJOBS and edit your existing resume or create a new resume to highlight the skills and experiences you have that relate to THIS SPECIFIC VACANCY.

Once you've crafted a vacancy-specific resume, return to the announcement and select "Apply Online." Select your vacancy-specific resume and submit it for consideration by clicking "Apply to this position now!" This will then take you to the IHS HHS Careers system to answer the core questions and job specific questions.

Once you have completed the online questionnaire, you may return to USAJOBS. However, your application may not be complete. Make sure you submit any supporting documentation (see below) before midnight Eastern Time on the closing date.

PHS Commissioned Officers interested in performing the duties of this position within the Commissioned Corps must apply online to this announcement.

REASONABLE ACCOMMODATION:

This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Rosalee Valencia (520) 295-2435. The decision on granting reasonable accommodation will be made on a case-by-case basis.

For additional information or to obtain a copy of the vacancy announcement or forms, you may:

- (1) call the Human Resources office at 520- 295-2435,
- (2) email human-resources-tucson@mail.ihs.gov,
- (3) visit the OPM website at www.jobsearch.usajobs.opm.gov/ or
- (4) visit the IHS website at www.ihs.gov/JobCareerDevelop/Job_index.asp

Required Documents:

You must provide the required information during the on-line application process and fax all supporting documents to the fax number listed; if any of the following are missing when the announcement closes we will deem your application incomplete:

1. Resume complete in HHS Careers
2. Responses to Core Questions
3. Responses to Vacancy specific questions
4. Applicable Supporting Documentation

SEND SUPPORTING DOCUMENTATION TO:

Tucson Area Indian Health Service
Attention: Southwest Region Human Resources Office
7900 South J Stock Road
Tucson, AZ 85746
Fax: 520-295-2438

SUPPORTING DOCUMENTATION :

Supporting documentation requested to complete the application process

1. Resume - to be entered during on-line application process
2. If claiming Indian Preference, you must submit the BIA Form 4432 "Verification of Indian Preference for Employment in BIA and IHS".
3. If claiming Veteran's Preference, include a copy of DD-214 Form, and SF-15 if claiming 10 point Veteran's Preference.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal employee, and/or if requesting Reinstatement Eligibility.
5. Transcripts must be provided if substituting education for experience and/or if the position has a positive education requirement.
6. PL 101-630 Indian Child Protection Addendum form: this is designated as a Childcare position.

<http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/ChildcareAddendumOMBApprovedForm09.doc> PL101-Child Care Positions form.

7. OF-306 Declaration for Federal Employment

http://www.ihs.gov/JobCareerDevelop/CareerCenter/Vacancy/forms/of306_word1.doc OF306.doc

What to Expect Next:

Once the job announcement closes, we will evaluate applications to determine qualifications and ranking. The most highly qualified candidates will be referred to the hiring manager for further consideration. You will be notified of the outcome by e-mail.

You can check the status of your application by selecting the <http://jobsearch.usajobs.opm.gov/a9hhs.asp> My USAJobs.

Never miss a job opportunity again! As a registered user of USAJOBS, you can create up to five Job Search Agents. These agents automatically retrieve jobs matching your criteria and email the results to you at a time period you select.
<http://www.usajobs.opm.gov/firsttimers.asp> My Job Search Agents for more information.

Benefits:

Benefits:

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#life>

Long-Term Care Insurance is offered and carries into your retirement. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#ltci>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.opm.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info:
<http://www.usajobs.opm.gov/jobextrainfo.asp#HOLI>

Additional Information:

CTAP - INFORMATION FOR DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS) SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION.

If you are currently a DHHS employee who has received a Reduction-in-Force (RIF) separation notice or a Certificate of Expected Separation, you may be entitled to special priority selection under the DHHS Career Transition Assistance Program (CTAP). To receive this priority consideration, you must:

1. Be a current DHHS career or career-conditional (tenure group I or II) or be a current IHS excepted appointment (with no time limits) tenure group II excepted/competitive service employee who has received a RIF separation notice or a Certificate of Expected Separation (CES) and, the date of the RIF separation has not passed and you are still on the rolls of DHHS. You must submit a copy of the RIF's separation notice or CES along with your application.
2. Be applying for a position that is at or below the grade level of

the position from which you are being separated. The position must not have a greater promotion potential than the position from which you are being separated.

3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package.

4. Be currently employed by DHHS in the same commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Meet the basic qualifications for the position, any documented selective factor, and physical requirements with any reasonable accommodation and are able to satisfactorily perform the duties of the position without undue interruption.

ICTAP - INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from the Office of Personnel Management or our agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.

A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:

1. Received a specific RIF separation notice; or
2. Separated because of a compensable injury, whose compensation has been terminated and whose former agency certifies that it is unable to place; or
3. Retired with a disability and whose disability annuity has been or is being terminated; or
4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates "Retirement in Lieu of RIF;" or
5. Retired under the discontinued service retirement option; or
6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area.

OR

B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under Section 8337(h) or 8456 of Title 5, United States Code.

2. Be applying for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you are separated.

3. Have current (or last) performance rating of record of at least

fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)

4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.

5. File your application by the vacancy announcement date and meet all the application criteria (e.g., submit all required documentation, etc.).

6. Be rated well qualified for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and are able to satisfactorily perform the duties of the position

CONDITIONS OF EMPLOYMENT:

*Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under the Selective Service Law.

*A selectee born after 1956 must present proof of immunity to measles and rubella or be vaccinated before their appointment (subject to certain exemptions).

*A selectee to this position may be required to satisfactorily complete a one-year trial period.

This is a PREVIEW ONLY! To apply for the vacancy you will answer the questions online.

Job Specific Questions

Grade: 07

1. GS-07 Choose the answer that best describes your experience as related to the basic qualification requirements for this position.

1. I have at least one year of specialized experience that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-06 level in the Federal service as described in the vacancy announcement.

2. My experience does not match the choice above.

Grade: 06

1. GS-06 Choose the answer that best describes your experience as related to the basic qualification requirements for this position.

1. I have at least one year of specialized experience that has equipped me with the particular knowledge, skills, and abilities to successfully perform the duties of the position. This experience is related to the work of the position and equivalent to at least the GS-05 level in the Federal service as described in the vacancy announcement.

2. My experience does not match the choice above.

Grade: 05

1. GS-05 Choose the answer that best describes your education and experience as related to the occupational requirements for Medical Technician positions.

1. I have successfully completed a full 4-year course of study leading to a bachelor's degree with major study of at least 24 semester hours in subjects, i.e., Chemistry, Hematology, Blood Banking, and Microbiology
2. I have 1 year of specialized experience. This experience is related to the work of the position and equivalent to at least the GS-4 level in the Federal service as described in the vacancy announcement.
3. I have a combination of specialized experience and education post high school with courses related to the occupation that meets 100% of the qualification requirements for this position.
4. I do not meet any of the requirements as described above.

Specialized Experience (for positions at GS-4 and above): (a) Technical medical laboratory support work such as performing laboratory tests and examinations (chemical, microbiologic, hematologic and blood banking) and preparing reports of findings or (b) technical support work in a closely related field, e.g., biological laboratory technician work, that required application of the methods and techniques for the position to be filled.

All Grades

*** 1. I have experience with operating, verifying and troubleshooting laboratory equipment, instruments and kits to perform waived and moderate complexity testing**

Yes No

*** 2. I have experience with documenting all protocols, procedures, methods, quality control and patient results obtained**

Yes No

*** 3. Please describe your knowledge, skills and experience with waived and moderate complex laboratory quality control procedures?**

Answer: (Short Answer)

*** 4. What is your degree of knowledge, training, and experience with calibration / QA procedures on analytical balances, pH meters, and other types of basic laboratory equipment:**

1. I have no formal training, or experience in this area.
2. I have had course work or training in this area, but have not yet performed it on-the-job.
3. I have had occasional on-the-job experience in this area.
4. I have extensive on-the-job experience in this area.
5. In addition to extensive experience operating this equipment, I have also performed calibration, troubleshooting, and maintenance of this equipment.

*** 5. From the answer choices below, please select the one that best reflects your ability to communicate technical information orally.**

1. I have presented only non-technical information orally to persons on the job.
2. I have made oral presentations of technical information on the job to superiors, co-workers, and others. I am proficient at this job function.
3. I have been acknowledged for my ability to orally communicate technical information to a variety of inside and outside persons. My oral communication skills are considered to be of superior quality.
4. None of the above.